

DEVELOPMENTAL DISABILITIES RESOURCE BOARD

920 S. Kent St. - Suite "B" Liberty, MO 64068

Phone: (816) 792-5255 Fax: (816) 792-1818

February 1, 2012

Mrs. Sherri Chapman
Office of Clay Co. Clerk
One Courthouse Square - Adm. Bldg.
Liberty, MO 64068

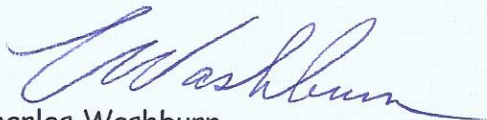
Dear Ms. Chapman:

Enclosed are copies of meeting minutes approved at the 01/31/12 board meeting:

November 29, 2011 Regular Board Meeting

Thanks for your help in placing these minutes in your files.

Sincerely,



Charles Washburn
Executive Director

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**MINUTES OF
DEVELOPMENTAL DISABILITIES RESOURCE BOARD
OF CLAY COUNTY**

November 29, 2011

The November meeting of the Developmental Disabilities Resource Board of Clay County was called to order at approximately 6:30 p.m. at the executive office, 920 S. Kent, Liberty, Missouri by Lorry Kelly, Chairman.

Present were: Ryland Duchardt, Steve Elliott, Norm Guettermann, Lorry Kelly, Mary Olshefski, Bill Taylor and Linda Weisbach. Also present was Charles Washburn, Executive Director.

Guests present and signing in:

Wendy Witcig	Triality	Jill Bartlett	NEEC
Barbara Griggs	Concerned Care	Jerry Tindall	VSI
Dale Herrick	Immacolata Manor	Amanda Cade	KCRO
Jim Huffman	Concerned Care	Randy Hylton	VSI
Clay Berry	Alphapointe	Bess Bonewitz	TNC
Sharon Bryant	Alphapointe		

ANNOUNCEMENTS / INTRODUCTIONS / CORRESPONDENCE

Correspondence:

- Immacolata Manor Annual Report
- Letter to Triality
- Triality letter to Families and Friends

APPROVAL OF THE MINUTES

Mary moved and Norm seconded that the minutes of the Tuesday, October 25, 2011 Regular Board Meeting is approved.
The motion passed unanimously.

Norm moved and Ryland seconded that the minutes of the Monday, November 7, 2011 Finance Committee Meeting is approved.
The motion passed unanimously.

Mary moved and Norm seconded that the minutes of the Monday, November 7, 2011 Special Board Meeting is approved.
The motion passed unanimously.

Norm moved and Mary seconded that the minutes of the Monday, November 7, 2011 Closed (real estate) Board Meeting is approved.
The motion passed unanimously.

TREASURER'S REPORT

Steve Elliott read the Treasurer's Reports for October 2011.

As of October 31, cash assets were \$1,136,840.56 in checking and \$5,487,628.30 in short-term investments for a total in checking/savings of \$6,624,468.86. Total assets were \$8,164,813.94. Total liabilities and equity were \$8,164,813.94. Income for the month of October was \$62,251.64. Expenses for the month of October were \$612,374.43. October income in excess of expenses was \$(550,122.79). Year to date income was \$4,593,052.45. Year to date expenses were \$4,397,125.40. Year to date income in excess of expenses was \$186,349.45.

Norm moved and Steve seconded that the Treasurer's Reports for October be approved as read. The motion passed unanimously.

EXECUTIVE DIRECTOR'S REPORT

Mailed approved Board minutes to Clay County Clerk; Finalized contract for Targeted Case Management for Clay County with Children's Therapy Center of Pettis County, Inc.; Met with Steve Elliott, Bill Taylor and Triality Executive Director requesting all Triality programs exit the 920 S Kent St. facility by June 30, 2012; Worked with CHS, KCRO, Public Administrator and providers to assure smooth transition of TCM; Met with Children's Mercy Northland Clinic regarding possible of autism clinic; Attended VSI and Triality Thanksgiving lunches; Received Immacolata Manor audited financial report for years ended June 30, 2011 and 2010; Delivered to Triality notice of termination of lessor-lessee relationship at 920 S Kent St. effective June 30, 2012; Received copy of letter from Triality to Families and Friends regarding transition from 920 S Kent St. facility; Asked attorney for advice regarding possible investments and received response; At the request of Steve Elliott and Bill Taylor researched group home rent history; Provided third quarter 2011 agency goals and financial reports.

COMMITTEE REPORTS

Executive Committee-The Executive Committee did not meet prior to the Board meeting.

Finance Committee – Finance Requests 2011

Alphapointe-Alphapointe sent an email request for additional funding of \$11,742.12 for the remainder of 2011 due to increased Clay County residents with Developmental Disabilities being served.

Steve moved and Mary seconded that Alphapointe be granted their request for additional funding of \$11,742.12 for the remainder of 2011 due to increased Clay County residents with Developmental Disabilities being served. Voting Yes: Ryland, Steve, Norm, Lorry, Mary, Bill and Linda. The motion carried.

Finance Committee – Finance Requests 2011, continued

NEEC-Northland Early Education Center sent a letter asking for line item transfers of \$8,200 from Therapy Acct#5400:440 to Early Education \$7,100 Acct#5400:420 and Special Instruction \$1,100 Acct#5400:450 due to a shift in the services provided.

Ryland moved and Norm seconded that NEEC be granted their request for line item transfers of \$8,200 from Therapy Acct#5400:440 to Early Education \$7,100 Acct#5400:420 and Special Instruction \$1,100 Acct#5400:450 due to a shift in the services provided. Voting Yes: Ryland, Steve, Norm, Lorry, Mary, Bill and Linda. The motion carried.

Concerned Care-Concerned Care sent a letter asking for line item transfers of \$17,000 from Residential Maintenance Acct#5100:102, \$3,000 from Vehicle Maintenance Acct#5100:103, \$24,000 from Apt/ISL/ILAP Programs Acct#5100:190 and \$3,000 Mgt. In-Service Training Acct#5100:500 to Community Recreation Acct#5700:710 \$47,000 due to an increase in community recreation. After discussion the Board requested Concerned Care provide additional information regarding the Community Recreation Program.

Steve moved and Norm seconded that Concerned Care be granted their request for line item transfers of \$17,000 from Residential Maintenance Acct#5100:102, \$3,000 from Vehicle Maintenance Acct#5100:103, \$24,000 from Apt/ISL/ILAP Programs Acct#5100:190 and \$3,000 Mgt. In-Service Training Acct#5100:500 to Community Recreation Acct#5700:710 \$47,000 due to an increase in community recreation. Voting Yes: Ryland, Steve, Norm, Lorry, Mary, Bill and Linda. The motion carried.

Triality-Triality sent a letter request for additional funding of \$30,000 for the remainder of 2011 for Therapy Acct#5300:320 due to increased Clay County residents with Developmental Disabilities being served.

Steve moved and Mary seconded that Triality be granted their request for additional funding of \$30,000 for the remainder of 2011 for Therapy Acct#5300:320 due to increased Clay County residents with Developmental Disabilities being served. Voting Yes: Ryland, Steve, Norm, Lorry, Mary, Bill and Linda. The motion carried.

Finance Requests 2012

Alphapointe-At the November 7, 2011 Finance Committee Meeting DDRB requested Alphapointe to review their request for funding for 2012. Alphapointe review and revised their request for funding from \$57,771 to \$48,846.96.

Steve moved and Bill seconded that DDRB accept the request of Alphapointe funding for 2012 at \$48,846.96. Voting Yes: Ryland, Steve, Norm, Lorry, Mary, Bill and Linda. The motion carried.

Finance Requests 2012, continued

Triality-At the November 7, 2011 Finance Committee Meeting DDRB requested Triality further justify their 2012 funding requests. Triality reiterated the increased therapist on staff in recent months and the projection of the increased need continuing into 2012. Triality's request for 2012 is Developmental Preschool \$122,579; Therapy Programs \$106,920 and Training \$16,000 for a total of \$245,499.

Steve moved and Bill seconded that DDRB approve the 2012 Funding request of Triality for Developmental Preschool \$122,579; Therapy Programs \$106,920 and Training \$16,000 for a total of \$245,499. Voting Yes: Ryland, Steve, Norm, Lorry, Mary, Bill and Linda. The motion carried.

Approval of 2012 Budget

The Finance Committee recommended the Board approve the 2012 budget (see attached) with a transfer of \$803,098 from prior years' earnings in order to present a balance budget. The Board understands there will be some expense in 2012 in relation to providing space in the 920 Kent St facility for Targeted Case Management. Those expenses will be taken as incurred from reserves generated by ARRA funds received in prior years.

Steve moved and Bill seconded that DDRB transfer \$803,098 from prior Years' earnings for a 2012 balance budget totaling \$5,582,605. . Voting Yes: Ryland, Steve, Norm, Lorry, Mary, Bill and Linda. The motion carried.

MACDDS DUES—The Executive Director received notice of proposed dues increase from \$1,535.63 to \$15,000 per year effective January 1, 2012 to allow the hiring of full time staff. The membership is to vote on the increase December 6 or 7, 2011. The Executive Director was instructed to object to the 88% increase in dues during the current economic climate.

Services Committee—The Services Committee did not meet prior to the Board meeting.

Long Range Planning Committee-The Long Range Planning Committee did not meet prior to the Board meeting.

Board Owned Property Committee— The Board Owned Property Committee did not meet prior to the Board meeting.

OLD BUSINESS:

Discussion regarding the hiring of an architect and a general contractor for remodeling of 920 S Kent St facility resulted in an ad hoc committee of Norm (Chairman), Steve, Lorry and Bill.

NEW BUSINESS:

Mary moved and Linda seconded the December meeting of DDRB be cancelled. The motion carried.

COMMUNICATIONS: Guests

VSI-Announced Christmas parties on December 22, 2011.

Alphapointe-Announced Christmas party on December 16, 2011.

NEEC-Announced they received notice of 3 year CARF accreditation.

As there were no further discussions, the meeting was adjourned at approximately 7:45 p.m.

Respectfully submitted,

Charles Washburn
Executive Director